City of Seattle
Department of Planning & Development

Simple Guide to Changes to Neighborhood Plans

Type of Change	Existing Documentation	Action Required
Add a sub-project to an existing A&A Matrix activity or provide implementation steps for a broadly defined A&A activity.	Sector Implementation Plan (SIP) and database	The SIP and database can be updated by the City (contact your Neighborhood Service Center Coordinator.)
Add or remove an A&A Matrix activity where the following apply: ♦ the community demonstrates support for the change; ♦ affected departments support the change; ♦ the change is consistent with the adopted neighborhood plan; and ♦ the change is consistent with existing policy.	Approval and Adoption (A&A) Matrix and SIP and database.	The SIP and database can be updated by the City (contact your Neighborhood Service Center Coordinator.)
Add or remove an A&A Matrix where any of the following apply: ♦ parts of the community do not support the change; ♦ affected departments do not support the change; ♦ the change is not consistent with the adopted neighborhood plan; or ♦ the change is not consistent with existing policy.	A&A Matrix.	DON will forward the proposed changes to the City Council for their consideration.
Amend the recognized neighborhood plan, for example, to include discussion of the monorail.	The Neighborhood Plan	Major amendments to recognized neighborhood plans could be reviewed by the City Council.
Add, revise, or delete a Neighborhood Plan goal or policy	Citywide Comprehensive Plan	Submit an amendment application to the Department of Planning and Development. Demonstration of community support and evaluation of consistency with the Citywide goals and policies will be considered.

Note: for detailed criteria and more explanation, see City Council Resolution #30238